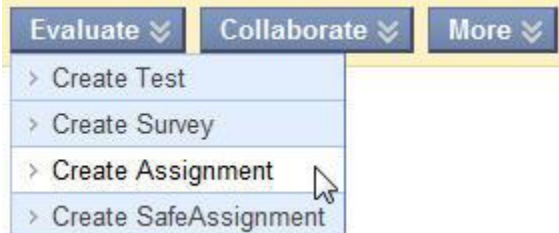


CREATING AN ASSIGNMENT

1. Turn Edit Mode ON
2. Open a Content Area, such as Course Documents, from the Course Menu.
2. Select **Evaluate** from the Action Bar, then Create Assignment.



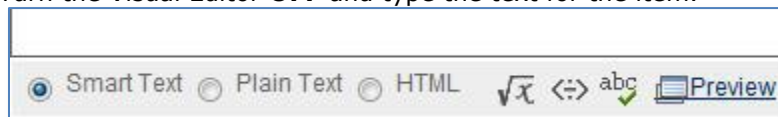
3. Enter a name for the assignment in the **Name** field. This automatically creates a column in the Grade Center.
4. *Select a color for the assignment [optional]*
5. Turn the Visual Editor **ON** and type the text for the assignment. Directions for the assignment will go here – see Sample Assignment Directions below.



NOTE: These are used to Expand or Collapse rows in the Visual Editor

OR

Turn the Visual Editor **OFF** and type the text for the item.



6. Assignment Files
Click **Browse for Local File** (personal computer or flash drive) or **Browse for Content Collection item** (documents saved within My Files).
7. Type **Possible Points**.
8. Availability
Radio Check the box to **Make the Assignment Available**
Choose the number of **Attempts**; single, unlimited or specific number
Limit Availability by the **Display Until** and **Display After** checkboxes and the date fields to **Choose Date and Time Restrictions**. If not checked the assignment will appear for the entire semester.
9. *Choose the Due Date for the assignment [optional] and will appear in Grade Center.*
10. Radio Check **All Students Individually** unless giving the assignment through Groups.
11. Click **Submit**.

Sample Assignment Directions

Use these or similar directions for your assignments. Remember to be detailed and clear.

Assignment #1

This is due by the end of week. After reading and reviewing all of the material in Chapter 1, please complete this assignment. This is your first Assignment – there are a total of 8 in this class. They are 3 points each. To complete this assignment:

1. Download the Assignment Word attachment to your desktop
2. In WORD, answer the questions
3. Save and rename the file to include your first initial and last name
ex. Reaction-1_ckehoe
ex. Reaction-1_thoffman
4. Back in Blackboard, submit the assignment by clicking Browse for Attach Local File
5. Type a Comment to the instructor when submitting the assignment (i.e. see attached).
6. Click Submit to send it to the gradebook
– it will be graded by the instructor by next week. You can see the grade by going to My Grades.
